



## **Nevada City Parks & Recreation Pioneer Park – Seaman’s Lodge Use Guidelines**

### **Contact Information:**

For questions or information:

Phone #: 265-2496 x129 or <http://www.nevadacityca.gov/facilityview.aspx?fid=44&catid=564>

Facility Address (Do NOT mail anything to this address.):

Pioneer Park – Seaman’s Lodge; 427 Nimrod St, Nevada City, CA 95959

Contacts during use of the building:

During business hours – 265-2496

Non-business hours – 265-2626

**The following guidelines are for any Rental that takes place at Seaman’s Lodge located in Pioneer Park.**

### **Before Using the Facility:**

- All facility renters must have a completed contract and proof of insurance on file with Nevada City Parks and Recreation and all fees must be paid.
- The Renter, named on the contract, must be at least 21 years of age and monitor the facility throughout the entire rental.
- If alcohol will be **sold** at the event, the Renter is responsible for acquiring an Alcohol License from ABC ([www.abc.ca.gov](http://www.abc.ca.gov)). A copy of this permit must be provided to the City. If alcohol will be **served/BYOB** at the event, the Renter will receive a Nevada City Alcohol Permit at the time of the event.

### Payments

- Cash and Check payments should be mailed to City Hall, Attn. Parks & Recreation; 317 Broad St., Nevada City, CA 95959
- Credit card payments cannot be made at City Hall. However, City staff can email a link to you for online payments. A 3% convenience fee will be added to your total.
- Rental fees are due at least 30 days prior to the rental date.
- A Cleaning Deposit is due at least 30 days prior to the rental date. If the facility is cleaned as specified, the cleaning deposit will be refunded to the Renter within 30 days of the event or 30 days after the key is returned.
- Refunds for cancellations will only be granted up to 30 days prior to the event date, minus a \$25 processing fee.
- All Rental Contracts that involve ongoing or repeated events for more than a single occasion will be charged a \$10 late fee for each month that fees are late.

### Insurance

Proof of insurance is required from all Renters. A current and valid certificate of General Liability Insurance must be provided, in the amount of \$1,000,000 and an endorsement (CG2026 or equivalent) naming the City of Nevada City as additional insured. Proof of Insurance must be provided at least 30 days prior to the rental date. A sample copy of insurance is available on the City’s website.

### **During Use of the Facility:**

- Any amplified music, loud voices & other noise must be terminated by 11:00pm.
- Amplified music and noise levels shall not exceed 60 decibels per City Ordinance 8.20.020
- If participants are outside, voices should be low and considerate of neighboring homes.
- Smoking is not allowed in Pioneer Park per Ordinance 2010-01.

- The Renter is responsible for alcohol consumption of the event guests.
- No tape of any kind is to be used on the floors or walls.
- **No tacks, nails or staples are to be put in the walls at any time.**
- **No rice, birdseed or confetti can be used inside or around the building.**
- If guidelines are not being followed police or facility management has the authority to shut down the event.
- There are NO refunds on rental fees or cleaning deposit if an event is shut down.
- Instructions for turning on the stove/oven are posted on the kitchen wall.

#### **Other:**

- No pets are allowed in the building at anytime. (Service animals are the exception.)
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Renters must provide their own supplies & equipment (ie: presentation, audiovisual, decorations, etc.) Tables and chairs are provided.
- Keys to the facility must be picked up at City Hall, prior to the event. Keys must be returned to City Hall the first business day following the event. Keys can also be returned to the drop box that is located outside the front doors of City Hall. There is a \$100 fee for each lost key.
- All Rental Contracts that involve ongoing or repeated events for more than a single occasion are subject to termination by either party with 2 weeks advance notice.
- In the event that the Rental Contract provides for ongoing or repeated events using the facility for more than a single occasion, either party may terminate the Rental Contract at any time by giving two weeks advance written notice. Processing fees may apply.
- There may be other events taking place at the park on the same day or time as your event. You can find out about some of these events by checking the City's online reservation calendar: <http://www.nevadacityca.gov/facilityview.aspx?fid=44&catid=564>, NC Little League website: <http://nevadacitybaseball.com/Org/Home.aspx?d=uSrmLaewjHFDP7ndqSIS%2bw%3d%3d> or calling the swimming pool during the summer season (530-265-8223).

#### **Before leaving the Facility:**

- The premises shall be cleaned up and vacated by midnight. (See Cleaning Checklist )
- Renters that leave the building unclean, do not complete the items on the Cleaning Check list or cause damage to the facility will lose their cleaning deposit and be charged an additional \$30 per hour for City staff cleaning time.
- *This is a community building. Fees are kept low by expecting each person and group who uses the building to be good stewards and clean up after their use. The City only cleans the building once each week. Keep in mind that the way you leave the building is how the next renter is going to find it. If you have any questions about where to find cleaning supplies, please ask in advance of your use.*